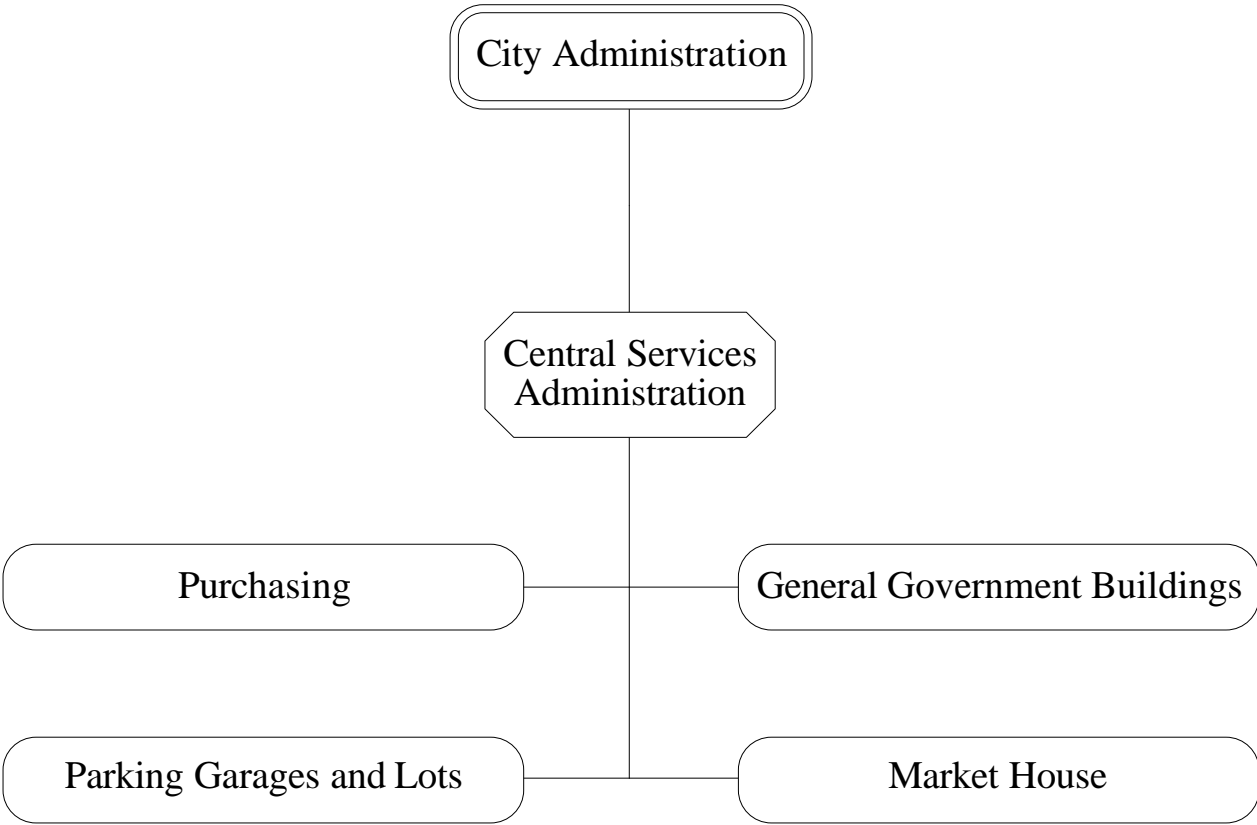


**CITY OF ANNAPOLIS**  
**Department of Central Services**

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## Department of Central Services

### Fund Support:

General, Off Street Parking and Market Funds

area of City dock not otherwise under the authority of the Director of Public Works, and public off-street parking facilities.

### Description:

The Department of Central Services consists of the Central Services Officer, Purchasing Agent, and such other officers, staff and employees as may be provided for by the City Council.

The Central Services Officer is responsible for maintenance and oversight of all City offices, governmental buildings, and City-owned or leased properties; maintenance of City communications systems and facilities, including, but not limited to, telephones, facsimile machines, and photocopiers; City purchasing services; property inventory records; capital budget oversight; space management and planning; City furniture and fixtures; management of the Market House and that

### Goals:

- To provide fiscal and physical support services to the City's departments to allow them to accomplish their goals and objectives.
- To complete capital projects on time and within budget.

### Accomplishments:

- Continued the West Street Reconstruction Project. Estimated completion-June, 2003.
- Completed design drawings for Knighton Garage.

<i>Budget Summary</i>	<i>FY 2002 Actual</i>	<i>FY 2003 Estimated</i>	<i>FY 2004 Proposed</i>	<i>Percent Change</i>
Administration	\$99,780	\$127,580	\$117,770	-7.69%
Purchasing	207,400	231,210	238,750	3.26%
General Government Buildings	587,580	462,200	561,340	21.45%
Market House	42,230	80,230	80,230	0.00%
Hillman Parking Garage	271,980	271,510	271,510	0.00%
Gott's Court Parking Garage	250,160	242,160	242,160	0.00%
Parking Lots	62,580	144,800	144,800	0.00%
<b>Total Expenditures</b>	<b>\$1,521,710</b>	<b>\$1,559,690</b>	<b>\$1,656,560</b>	<b>6.21%</b>

## Department of Central Services Staffing Summary

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	<i>FY 2002 Actual</i>		<i>FY 2003 Estimated</i>		<i>FY 2004 Proposed</i>	
	<i>Perm</i>	<i>Temp</i>	<i>Perm</i>	<i>Temp</i>	<i>Perm</i>	<i>Temp</i>
Administration	1	0	1	0	1	0
Purchasing	3	0	3	0	3	0
General Government Buildings	1	0	1	0	1	0
Market House	0	0	0	1	0	1
Parking Garages	0	0	0	0	0	0
Parking Lots	0	0	0	0	0	0
<b>Department Total</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>

### Staffing Summary By Position - FY 2004 Permanent Positions

	Total <u>FTE</u>		Total <u>FTE</u>
<i>Administration:</i>		<i>Market House:</i>	
Central Services Officer . . . . .	1	N/A	
<i>Purchasing:</i>		<i>Parking Garages:</i>	
Procurement Officer . . . . .	1	N/A	
Buyer . . . . .	2		
<i>General Government Building:</i>		<i>Parking Lots:</i>	
Maintenance Technician . . . . .	1	N/A	

## Central Services Administration

Department of Central Services

General Fund

### Description:

Responsible for the supervision of the City's buildings and grounds, Purchasing, Dock, Market House, and public off-street parking facilities.

### Services:

- Provides building operations and maintenance for all City buildings.
- To administer the operations of public off-street parking facilities.

### Goals:

- Assist in the implementation of a comprehensive records management system.
- Develop and provide technical support for the City's Capital Improvement Program.
- Improve minority participation in the City's contracts and services.

<i>Budget Summary</i>	<i>FY 2002 Actual</i>	<i>FY 2003 Estimated</i>	<i>FY 2004 Proposed</i>	<i>Percent Change</i>
Personnel	\$99,780	\$107,430	\$116,620	8.55%
Other Operating Expenditures	0	20,150	1,150	-94.29%
<b>Total Expenditures</b>	<b>\$99,780</b>	<b>\$127,580</b>	<b>\$117,770</b>	<b>-7.69%</b>

## BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts (Other than Salary and Capital Outlay) for FY 2004

Department/Division Central Services/Administration Fund and Division # 41971

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Supplies 6600	\$360.00	General office and computer supplies
Telephone 7210		
Electricity 7220		
Education and Travel 7310	\$790.00	Workshops; training seminars; Professional meetings
Repair and Maintenance 7720		
Special Projects 7920		
Leases 7930		
Contract Services 7990		

Total \$1,150.00

## Purchasing

Department of Central Services

General Fund

**Description:**

Responsible for negotiating purchase orders with various vendors and bid contracts for services and projects.

- To process 80% of requisitions within 10 days of receipt.
- Obtain cost savings of at least 5% through competitive bidding.

**Services:**

- Provides assistance to each department in purchasing materials and supplies and services required to operate successfully.
- Purchasing and competitive bidding.

- Encourage minority suppliers' participation.

**Accomplishments:**

- Processed purchase orders in a timely fashion.
- Processed 2,100 purchase orders.

**Goals:**

**Performance Indicators:**

	<i>FY 2002</i> <u>Actual</u>	<i>FY 2003</i> <u>Estimated</u>	<i>FY 2004</i> <u>Goal</u>
Purchase orders processed .....	2,247	2,700	2,700
Number of minority vendors .....	478	500	500

<i>Budget Summary</i>	<i>FY 2002</i> <i>Actual</i>	<i>FY2003</i> <i>Estimated</i>	<i>FY 2004</i> <i>Proposed</i>	<i>Percent</i> <i>Change</i>
Personnel	\$191,840	\$210,970	\$218,510	3.57%
Other Operating Expenditures	15,560	20,240	20,240	0.00%
<b>Total Expenditures</b>	<b>\$207,400</b>	<b>\$231,210</b>	<b>\$238,750</b>	<b>3.26%</b>

## BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts (Other than Salary and Capital Outlay) for FY 2004

Department/Division Central Services–Purchasing Fund and Division # 41973

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Supplies 6600	\$12,020.00	General office and computer supplies
Telephone 7210	\$3,000.00	Telephone and fax services
Electricity 7220		
Education and Travel 7310	\$4,520.00	Milage for POV travel
Repair and Maintenance 7720	\$700.00	Computer, fax, time clock and printer repairs
Special Projects 7920		
Leases 7930		
Contract Services 7990		

Total	\$20,240.00	
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## General Government Buildings

Department of Central Services

General Fund

### Description:

Responsible for the supervision of the City's buildings and maintenance of all City-owned and leased facilities.

- Bring all City-owned facilities into ADA compliance.
- Complete minor construction projects and repairs in-house.

### Services:

- Provides building operations and maintenance for all City buildings.
- Provides an environmentally comfortable climate for employees to perform their daily tasks.
- Protects and enhances the City's facility assets by proper preventative maintenance.

### Accomplishments:

- Continued uninterrupted adequate work environment.
- Provided a comfortable, safe environment for employees on a regular basis.
- Completed minor renovations to Planning and Zoning Department space.
- Installed handicapped lift at Harbormaster's Building.
- Completed design of Knighton Garage.
- Initiated design of Annapolis Police Department Renovation and Addition.
- Initiated design of Annapolis Community Recreation Center.

### Goals:

- Develop and provide technical support for the City's Capital Improvement Program.
- To provide support assistance allowing departments to operate efficiently and effectively.

### Performance Indicators:

	<i>FY 2002</i>	<i>FY 2003</i>	<i>FY 2004</i>
	<u>Actual</u>	<u>Estimated</u>	<u>Goal</u>
Repair and replacement of building envelope .....	\$360,000	.... \$385,000	.... \$385,000
Number of work orders successfully completed .....	495	..... 500	..... 475

<i>Budget Summary</i>	<i>FY 2002 Actual</i>	<i>FY 2003 Estimated</i>	<i>FY 2004 Proposed</i>	<i>Percent Change</i>
Personnel	\$63,820	\$63,950	\$69,090	8.04%
Other Operating Expenditures	523,760	398,250	492,250	23.60%
<b>Total Expenditures</b>	<b>\$587,580</b>	<b>\$462,200</b>	<b>\$561,340</b>	<b>21.45%</b>



## BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts (Other than Salary and Capital Outlay) for FY 2004

Department/Division Central Services/General Govt Fund and Division # 419745

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Supplies 6600	\$12,180.00	Carpentry supplies, electrical supplies, Holiday greens; clothing; oil and lubricants
Telephone 7210	\$1,000.00	Phone equipment in Council chamber-system charge
Electricity 7220	\$63,000.00	Fuel and electricity for City Hall; and 159
Education and Travel 7310		
Repair and Maintenance 7720	\$199,600.00	Plumbing, roof, building, HVAC, electrical repairs
Special Projects 7920		
Leases 7930	\$87,050.00	Rent for 2 <sup>nd</sup> and 3 <sup>rd</sup> floor 93 Main St. and 151 West St.
Contract Services 7990	\$129,420.00	Janitorial, plumbing, alarm monitoring, telephone services
Total	<u><u>\$492,250.00</u></u>	

## Market House

Department of Central Services

Market Fund

### Description:

The Market House, easily accessible from the City Dock, presents a variety of casual and affordable take-out food vendors to the public.

### Services:

- Oversees the rental contracts of various food vendors.
- Maintains the HVAC, electric and plumbing systems.

### Goals:

- To assure the sale of a wide variety of high-quality foods.
- To provide a comfortable environment for the vendors and customers.

### Objectives:

- To provide, on a continuing basis, an environmentally controlled climate.
- To continue to provide a visually appealing place for customers to purchase goods and services.
- Begin design of a Complete Renovation of the Market House.

### Accomplishments:

- Increased lighting levels.
- Numerous minor repairs and replacements.
- Cleaned ductwork inside and outside.

### Performance Indicators:

	<i>FY 2002</i> <u>Actual</u>	<i>FY 2003</i> <u>Estimated</u>	<i>FY 2004</i> <u>Goal</u>
Number of days of building system outages .....	0	0	0

<i>Budget Summary</i>	<i>FY 2002</i> <i>Actual</i>	<i>FY 2003</i> <i>Estimated</i>	<i>FY 2004</i> <i>Proposed</i>	<i>Percent</i> <i>Change</i>
Personnel	\$0	\$15,000	\$15,000	0.00%
Other Operating Expenditures	42,230	65,230	65,230	0.00%
<b>Total Expenditures</b>	<b>\$42,230</b>	<b>\$80,230</b>	<b>\$80,230</b>	<b>0.00%</b>

## BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts (Other than Salary and Capital Outlay) for FY  
2004

Department/Division Central Services–Market House Fund and Division # 44400

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Supplies 6600	\$560.00	Signs; display items
Telephone 7210		
Electricity 7220	\$31,500.00	Common area lighting; exterior lighting; Holiday tree; ATM machine
Education and Travel 7310		
Repair and Maintenance 7720	\$33,170.00	HVAC; electrical, plumbing, painting; health dept equip; concrete; window replacement
Special Projects 7920		
Leases 7930		
Contract Services 7990		

Total \$65,230.00

## Off Street Parking

Department of Central Services

Off Street Parking Fund

### Description:

Manage the municipal off-street parking facilities: Gotts Court and Hillman Garages, Donner, Fawcett, Larkin and South Street surface lots.

### Services:

- Administer the contractual agreement for management and operation of the two garages and four surface lots.

### Goals:

- Promote utilization and cost effectiveness of parking facilities.

- Enforce municipal parking contract and regulations.

### Objectives:

- Increase total number of autos using off-street parking facilities.
- Increase net revenues from off-street parking facilities.
- Resurface decking to prevent water intrusion into joints and beams.
- Increase community satisfaction with off-street parking.

### Performance Indicators:

	<i>FY 2002</i> <u>Actual</u>	<i>FY 2003</i> <u>Estimated</u>	<i>FY 2004</i> <u>Goal</u>
Total number of autos that utilized the parking garages . . . . .	500,000	550,000	550,000

<i>Budget Summary</i>	<i>FY 2002</i> <i>Actual</i>	<i>FY 2003</i> <i>Estimated</i>	<i>FY 2004</i> <i>Proposed</i>	<i>Percent</i> <i>Change</i>
Personnel	\$0	\$0	\$0	N/A
Other Operating Expenditures: Lots	62,580	144,800	144,800	0.00%
Other Operating Expenditures: Garages	522,140	513,670	513,670	0.00%
<b>Total Expenditures</b>	<b>\$584,720</b>	<b>\$658,470</b>	<b>\$658,470</b>	<b>0.00%</b>

## BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts (Other than Salary and Capital Outlay) for FY 2004

Department/Division Central Services–Off Street Parking Fund and Division # 44211;44212;44220

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Supplies 6600	\$2,200.00	Signs; computer supplies; paint; office supplies; plantings
Telephone 7210		
Electricity 7220	\$59,850.00	Lights; signs; ticket machines;
Education and Travel 7310		
Repair and Maintenance 7720	\$58,420.00	Concrete, electrical, HVAC, ticket dispensers; gates; elevators
Special Projects 7920		
Leases 7930		
Contract Services 7990	\$538,000.00	Management contract for parking services
Total	<u><u>\$658,470.00</u></u>	